



STAFF REPORT
BOARD MEETING DATE: January 12, 2016

CM/ACM____
Finance____
DA____
Risk Mgt.____
HR____
Other____

DATE: December 21, 2015
TO: Board of County Commissioners
FROM: Erin Dixon, Fiscal Compliance Officer, Washoe County Health District
775-328-2419, edixon@washoecounty.us
THROUGH: Anna Heenan, Administrative Health Services Officer
SUBJECT: Approve amendments totaling an increase of \$2,273 in both revenue and expense to the Retail Program Standards Grant, IO 11293; and if approved direct the Comptroller's office to make the appropriate budget adjustments (All Commission Districts)

SUMMARY

The Washoe Board of County Commissioners must approve amendments to the adopted fiscal year budget and direct the Comptroller's Office to make the appropriate budget adjustments.

The Washoe County Health District received an Award from the AFDO, Association of Food and Drug Officials, which provides for new grant funding for the Retail Program Standards, IO 11293, for the period January 4, 2016 through September 16, 2016. A copy of the Award letter is attached. The funding is considered a subaward of United States Food and Drug Administration (FDA) grant funds, CFDA 93.103.

District Board of Health strategic priority: Secure and deploy resources for sustainable impact.

PREVIOUS ACTION

There has been no previous action taken by the Board this fiscal year.

BACKGROUND

The Washoe County Health District's Environmental Health Division has been reviewing standards and best practices to improve efficiencies and public health outcomes. This grant provides funding for salaries and benefits for staff to complete an assessment of the nine Food and Drug Administration Voluntary National Food Retail Program Standards. This self-assessment will determine where to adjust strategic plans for the Food Program according to gaps and will help to determine where best to spend time and monies for the prevention of foodborne illness.

FISCAL IMPACT

The FY16 budget did not include any funding for this grant. The total grant award is \$2,500 and a budget amendment in the amount of \$2,273 is necessary to bring the Award into alignment with the program budget. No amendment is necessary for indirect revenue and expenses.

Should the Board approve these budget amendments, the total adopted FY16 budget will be increased by \$2,273 by adjustments to the following accounts:

<u>Account Number</u>	<u>Description</u>	<u>Amount of Increase/(Decrease)</u>
2002-IO-11293	-431100 Federal Revenue	\$2,273
	Total Revenue	\$2,273
	-701110 Base Salaries	2,273
	Total Expenditures	\$2,273

RECOMMENDATION

Staff recommends that the Washoe Board of County Commissioners approve amendments totaling an increase of \$2,273 in both revenue and expense to the Retail Program Standards Grant, IO 11293; and if approved direct the Comptroller's office to make the appropriate budget adjustments.

POSSIBLE MOTION

Move to approve amendments totaling an increase of \$2,273 in both revenue and expense to the Retail Program Standards Grant, IO 11293; and if approved direct the Comptroller's office to make the appropriate budget adjustments.

VOLUNTARY NATIONAL RETAIL FOOD
REGULATORY PROGRAM STANDARDS
(RETAIL STANDARDS) GRANT PROGRAM



November 20, 2015

Grant Number: G-SP-1510-03238

Project Title: Washoe County Health District Self-Assessment

Award Value: \$2,500.00

Project Period: January 4, 2016 to September 16, 2016

anthony macaluso
EHS Supervisor
washoe County health district
1001 east 9th street
reno, Nevada 89502

Dear anthony macaluso:

We have approved your application for Washoe County Health District Self-Assessment as part of the Retail Standards Grant Program, funded by the United States Food and Drug Administration (FDA). Approval is based on review of the application submitted by you on behalf of washoe County health district to the Association of Food and Drug Officials (AFDO).

As part of your application your agency has made an assurance that it will comply with all applicable Federal statutes and regulations in effect during the grant period, including applicable parts of 45 CFR Parts 74 and 92. Acceptance of this award and/or any funds provided by the Retail Standards Grant Program acknowledges agreement with all of the terms and conditions in this award letter.

Your award is based on the above-title project application, submitted to and approved by AFDO, and is subject to the following terms and conditions:

- **The grantee must complete the full scope of work and all tasks outlined in the approved grant application by September 16, 2016 unless a written exception is granted by the AFDO Programmatic Point of Contact for this grant award.**
- **Any changes to the scope, tasks, deliverables, or expenses of this project must be approved in advance and in writing by the AFDO Programmatic Point of Contact prior to work being modified or completed.**
- The grantee must abide by the grant guidance for the program, available as a PDF file on the Retail Standards Grant Program portal at <http://afdo.org/retailstandards>. This portal is also the site where you can find additional information/updates regarding this grant program, and where you can log in for project status and submission of required reports.
- Per United States Department of Health and Human Services Grants Policy, expenses for food or beverage are generally not allowed unless it is part of a per diem allowance provided in conjunction with allowable travel.
- A Final Project Report must be submitted through the online grants portal no more than 45 days after September 16, 2016. As part of the final report, the grantee must provide a full accounting of all expenditures made with funds from this grant award, accompanied by the documentation specified in the reporting section of the grant guidance.
- As a reminder, recipients of funding through this program are required to assure that project activities achieve greater conformance with the FDA Voluntary National Retail Food Retail Program Standards, available at: http://afdo.org/fda_vnrfrps.

The amount of \$2,500.00 represents the full amount of funds to which you are entitled. Grant awards are made with the understanding that Retail Standards Grant Program staff may require clarification of information within your application, as necessary, during the application, project, or reporting periods. These inquiries may be necessary to allow us to appropriately carry out our administrative responsibilities.

Please note, the Catalog of Federal Domestic Assistance (CFDA) number for this United States Food and Drug Administration grant, awarded to the Association of Food and Drug Officials (AFDO) on 9/11/2013, is 93.103. Your grant is considered a subaward under this AFDO grant.

If you have questions about this award, please contact your AFDO Programmatic Point of Contact. Additionally, the Retail Food Safety Specialist from your FDA Region is an integral part of your jurisdiction's successful completion of Retail Standards activities, and is available to assist with your funded project. Contact information for both individuals is listed below.

We appreciate your ongoing commitment to achieving greater conformance with the Voluntary National Retail Food Regulatory Program Standards.

Sincerely,



Joe Corby
Executive Director
Association of Food and Drug Officials
2550 Kingston Road
Suite 311
York, PA 17402

AFDO Programmatic Point of Contact:

Michael Turner
retailstandards@afdo.org
(850) 583-4593

Follow the link below to obtain contact information for the FDA Regional Food Specialist assigned to assist your jurisdiction:

<http://afdo.org/retailstandards/fdaregionalcontacts>

cc: Daniel Lukash (daniel.lukash@fda.hhs.gov)
Catherine Hosman (catherine.hosman@fda.hhs.gov)